

DRN: III-FO-HRMDD-PAS-A-COMM-24-03-15624-S

MEMORANDUM

TO : ALL DSWD FIELD OFFICE III PERSONNEL

FROM : THE OIC – DIVISION CHIEF
Human Resource Management and Development Division

SUBJECT : PROPER TERMINOLOGY FOR REQUESTING EXTRA SERVICES FOR COS WORKERS

DATE : 18 MAR 2024

It has come to our notice that there has been a common practice of using the term "Overtime Services" interchangeably for both our Permanent, Casual, and Contractual Employees, as well as our COS Workers. Pursuant to DSWD Administrative Order No. 22, series of 2021. Thus, to refer to additional services of Contract of Service (COS) Workers, regardless whether overtime related or not, the term "**Extra Services**" be exclusively used in forms and relevant documents.

The distinction in terminology is crucial for our records and the proper processing of requests. Using the appropriate jargon helps in avoiding confusion and ensures that our requests are processed smoothly, without delay or non-acceptance due to terminological inaccuracies.

Enclosed with this memorandum, please find the **Annex B** template, which is designed specifically for the **Request of Extra Services** from our COS Workers. We encourage you to familiarize yourself with this template and use it as the standard form moving forward. We understand that adjustments to habitual terminology may require a period of adaptation. However, we trust in your cooperation and diligence in adopting this change to enhance our operational compliance.

Should you have any questions regarding this update or need further clarification, please do not hesitate to reach out to the Human Resource Management and Development Division - Personnel Administration Section via **local number 129**.

For your information and cooperation.

JENNIFER CAMPANG-MORALES

MEMORANDUM

FOR : DESIGNATION AND NAME OF AUTHORIZED OFFICIAL TO APPROVE OT BASED ON DELEGATION OF AUTHORITY OFFICE

SUBJECT : REQUEST FOR AUTHORITY TO RENDER EXTRA SERVICES

DATE : 5 AUGUST 2020

In the exigency of the service, we are respectfully requesting authority for the following Contract of Service (COS) Workers of _____ (office) _____ to render extra services for the period AUGUST 1 TO 31, 2020:

No.	Name of Staff	Designation/Position	Nature of Overtime
1	COS 1	Administrative Assistant II	To assist in the encoding of data
2	COS 2	Administrative Officer II	To review data encoded by ADAS II
3	COS 3	Administrative Assistant II	To assist in the encoding of data

Attached is the matrix of budgetary requirement/fund source for the payment of extra services of said staff for the given period. (note: inclusion of this is subject to the terms of the delegation and delineation of authority– remove note when printing)

The extra services to be rendered by the above-named COS Workers shall be compensated through Compensatory Time Off (CTO), or monetary compensation if the application of CTO will adversely affect the operations of the office, pursuant to existing guidelines and regulations, subject to availability of funds and pertinent budgetary, accounting and auditing rules and procedures.

PRINTED NAME
Division Chief/Head of Division/Unit

Recommending Approval as to funding (note: inclusion of this is subject to the terms of the delegation and delineation of authority– remove note when printing):

PRINTED NAME
Chief, Budget Division

Approved/Disapproved:

NAME OF AUTHORIZED OFFICIAL TO APPROVE OT BASED ON DELEGATION OF AUTHORITY
Designation

guide note: the approving authority may choose the form of compensation as: monetary or COC, or monetary only, or COC only. If for COC only, there is no need for the matrix of budgetary requirement/fund source (remove when printing)